

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

THE WEEK OF MAY 3 - 7, 2010

MONDAY, MAY 3, 2010

(No Meetings)

TUESDAY, MAY 4, 2010

(No Meetings)

WEDNESDAY, MAY 5, 2010

- | | | |
|-------------|--|---|
| * 5:00 p.m. | Public Safety Committee | Room 200, Northern Bldg
305 E. Walnut Street |
| * 6:30 p.m. | Planning Commission Board of Directors | GB Metro Trans Center
Commission Room
901 University Avenue |

THURSDAY, MAY 6, 2010

- | | | |
|-------------|----------------------------------|---|
| * 5:30 p.m. | Education & Recreation Committee | Room 200, Northern Bldg
305 E. Walnut Street |
|-------------|----------------------------------|---|

FRIDAY, MAY 7, 2010

(No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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PUBLIC SAFETY COMMITTEE
Patrick Buckley, Tim Carpenter,
Tom DeWane, Dave Kaster, Andy Nicholson,

PUBLIC SAFETY COMMITTEE

Wednesday, May 5, 2010

5:30 p.m.

**Rm200, Northern Building
305 E. Walnut Street**

- I. Call meeting to order.
 - II. Approve/modify agenda.
 - III. Approve/modify minutes of April 5, 2010.
1. Review minutes and reports of:
 - a. Emergency Medical Services Council (April 21, 2010).

Communications

2. Communication from Supervisor De Wane – Review with possible action to move the 911 Communication Center under the control of the Brown County Sheriff. (Referred from April County Board.)
3. Communication from Supervisor Vander Leest – Request to study other lower cost options for improving the Brown County Sheriff's Department in downtown Green Bay. (Referred from April County Board.)

District Attorney

4. Monthly drug criminal complaint numbers (standing item).

Public Safety Communications

5. Grant Application Review (#10-06): Homeland Security – HS NIMS and ICS Training (2008).
6. Grant Application Review (#10-07): Emergency Management Planning Grant.
7. Director's Report

Sheriff

8. Budget Status Financial Report for March, 2010.
9. Key Factor Report, May 2010 and Jail Average Daily Population by Month and Type for the Calendar Year 2010.
10. Resolution approving Buyer's Agency Representation Agreement for Acquisition of Real Estate for Brown County Sheriff's Department Operations. (Referred from April County Board.)
11. Budget Adjustment Request (#10-43): Increase in expenses with offsetting increase in revenue (*see attached for details*).

12. Grant Application Review (#10-09): 2010 COPS Hiring Program (CHP).
13. Sheriff's Report.

Circuit Courts

14. Budget Status Financial Report for February, 2010 & March, 2010.

Clerk of Courts

15. Budget Status Financial Report for March, 2010.

Medical Examiner - No agenda items

Other

20. Audit of bills.
21. Such other matters as authorized by law.

Andy Nicholson, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, May 5, 2010
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	_____	Dotty Juengst	_____
James Botz	_____	Dave Kaster	_____
Keith Chambers	_____	Pat Kolarik	_____
William Clancy	_____	Patrick Moynihan, Jr.	_____
Norbert Dantine, Jr.	_____	Ken Pabich	_____
Ron DeGrand	_____	Gary Pahl	_____
Bernie Erickson	_____	Mike Soletski	_____
Mike Fleck	_____	Alan Swatloski	_____
Steve Grenier	_____	Mark Tumpach	_____
Mark Handeland	_____	Jerry Vandersteen	_____
Greg Henning	_____	Tim VandeWettering	_____
Phil Hilgenberg	_____	Dave Wiese	_____

1. Approval of the minutes of the February 3, 2010, regular meeting of the Brown County Planning Commission Board of Directors.
2. Receive and place on file the minutes from the following meetings:
 - a. Chapter 21 Subdivisions Ordinance Revision Subcommittee (July 30, 2009; January 28, 2010; February 25, 2010; and draft minutes from March 25, 2010).
 - b. Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Steering Committee (draft minutes from February 25, 2010).
3. Introduction of new members to the Brown County Planning Commission Board of Directors: Gary Pahl, appointed by the towns of Wrightstown and Lawrence; and Greg Henning, appointed by the villages of Denmark, Wrightstown, and Pulaski.
4. Notification of Amendment #1 to the 2008 Coordinated Public Transit-Human Services Transportation Plan for Brown County, Wisconsin.
5. Distribution of an Administrative Modification to the 2010-2014 Transportation Improvement Program for the Green Bay Urbanized Area.
6. Presentation of Brown County's new web mapping site.
7. Discussion and recommendation to the Brown County Board of Supervisors regarding 2011 Brown County funding for the Bay-Lake Regional Planning Commission.
8. Discussion and action regarding Village of Pulaski application for Turning Brown County Green Brownfield Assessment funds.

9. Summary of Annual Report submitted to the Wisconsin Department of Natural Resources related to Brown County Municipal Storm Water System (MS4) Permit.
10. Director's report.
11. Brown County Planning Commission staff updates on work activities during the months of February, March, and April 2010.
12. Other matters.
13. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY THE DAY BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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EDUCATION & RECREATION COMMITTEE

Jesse Brunette, Tim Carpenter

Bill Clancy, John Vander Leest, Vicky Van Vonderen

EDUCATION & RECREATION COMMITTEE

Thursday, May 6, 2010

5:30 p.m.

Rm 200, Northern Building

305 E. Walnut Street

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/modify minutes of April 1, 2010.

Communications

1. Communication from Supervisor Knier – Relating to the Library system in Brown County to eliminate fee charged for library patrons and Brown County residents who do not have their library card in hand while utilizing services. (Held until May meeting.)
2. Communication from Supervisor Scray – With fears of revenue from State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10%, if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe. (Held until May meeting.)
3. Communication from Supervisor Vander Leest re: Request for a creation of subcommittee made up of citizens, Education & Recreation Committee member, Museum Governing Board members and Museum Staff on how to improve the Neville Public Museum. (Held until May meeting.)

NEW Zoo

4. Introduction and comments from N.E.W. Zoological Society, Inc. President, Judy Krawczyk.
5. Budget Status Financial Report for March 31, 2010.
6. Zoo Monthly Activity Report for.
 - a. Visitor Center Operation Reports:
 - i. Admissions Revenue Attendance.
 - ii. Gift Shop, Concessions & Zoo Pass Revenue.
 - b. Curator's Report - Animal Collection Report
 - c. Education & Volunteer Programs Report for March 2010.
7. Director's Report.

Parks

8. Request from the Brown County 4-H Horse Association for a waiver of fees for the horse ring at the Brown County Fairgrounds for practices, a horse show and a clinic.
9. Request from the Stump Farm 12 Race for a waiver of trail fees at the Reforestation Camp on May 8, 2010.
10. Budget Status Financial Report for March 2010.
11. Director's Report for March 2010.

Library

12. Budget Status Financial Report for March 31, 2010.
13. Follow-up re: Internet Use at the Library.
14. Director's Report.

Museum

15. Budget Status Financial Report for February 28, 2010 & March 31, 2010.
16. Attendance & Admission, March 2010.
17. Director's report.

Golf Course

18. Golf Course Financial Statistics (to be distributed at meeting).
19. Budget Status Financial Report for March 31, 2010.
20. Budget Adjustment Request (#10-37): Change in any item with Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.
21. Superintendent's Report.

Resch Centre/Arena/Shopko Hall

22. March Attendance for the Brown County Veterans Memorial Complex.

Other

23. Audit of bills.
24. Such other matters as authorized by law.


John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/edrec/Aprill_2010.doc

APRIL 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:30pm 1	2	3
Easter  4	Public Safety 5:30 pm 5	Election Day 6	7	8	9	10
11	Executive Cmte 6:00 pm 12	Vets' Recognition 5:15pm 13	14	15	16	17
18	19	Board of Supervisors 9:00 am 20	EMS 1:30pm 21	22	23	24
25	Land Con 6pm Plan Dev & Trans 6:30 pm 26	Criminal Justice Coord Bd 3:30pm 27	Human Svc Cmte 6pm 28	Admin Cmte 5:30 pm 29	30	



MAY 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	Public Safety Cmte 5:30 p.m. 5	Ed & Rec Cmte 5:00 p.m. 6	7	8
Mother's Day  9	Executive Cmte 6:00 p.m. 10	11	12	13	14	15
16	17	18	Board of Supervisors 7:00 p.m. 19	20	21	22
23	24	25	26	27	28	29
30	Memorial Day  31					

BROWN COUNTY COMMITTEE MINUTES

- Community Options Program Planning Committee (April 26, 2010).
- Emergency Medical Services Council (April 21, 2010).
- Housing Authority (April 19, 2010).

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, April 26, 2010 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Sunny Archambault, Helen Desotell, Darlene Marcelle, Kristy Robb, Chua Xiong and Jean O'Leary

Absent: Wendy Bjorlin

Excused: Patricia Hickey, Shirley Richardson

Others Present: Pat Kiefer and Mary Rasmussen of BCHSD

Chairperson Kristy Robb called the meeting to order at 8:31 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

MOTION: Ms. Marcelle moved to approve the agenda as modified. Ms. Desotell seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Ms. Marcelle moved to approve the March 22, 2010 minutes as mailed. Ms. Archambault seconded. Motion carried unanimously.

REPORTS

Current Status of COP Funding – Ms. O'Leary said we are doing well in the COP funding area, taking individuals off the waiting list and placing them on service. Current waiting list numbers are sorted by target group and include children. Case managers are working on filling 24 slots that were not filled last year, and staff had to go through 69 names to get 24 people actually ready for service. That shows that there are a lot of people waiting who aren't ready to go on immediately. For elderly, we are into the latter half of 2007, meaning we are putting people on who have been waiting about two years instead of the four or five years it used to be. Ms. Desotell said there are several people residing at her nursing home who have refused COP service when their name has come up on the list, and often it has to do with their not wanting to move or be alone. Ms. O'Leary said she had recently toured several CBRF facilities and found that because of the economy there are many available beds whereas there used to be waiting lists for placements.

Money Expenditures by Target Group and Wait List – Ms. O'Leary said we still can enroll 25 elderly to fulfill the elderly significant proportions percentage. We are also under by 5 individuals in the DD area. We are over in the mental health and physically disabled areas.

MOTION: Ms. Desotell moved to receive the reports and place them on file. Ms. Archambault seconded. Motion carried unanimously.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – APRIL 26, 2010

FAMILY CARE UPDATE

Ms. O'Leary said workgroups have been formed and they are meeting. Later today there is a meeting of elected officials. There needs to be a resolution passed by all seven counties prior to October of this year to form the district. At the end of May there will be an educational session for County Board reps from all seven counties. The tribes are still attending meetings but haven't committed yet. The board overseeing the district will consist of one person from each of the counties and then five additional members at large. The at large members can be consumers or people in the community who have experience working in managed care. Brian Shoup is on the committee to recruit people for nomination to that board. If any COP Committee member has someone in mind to nominate, please let him or Ms. O'Leary know. The names need to be approved by all seven counties, and the board

needs to be ratified by October of this year. The current earliest rollout date is April of 2012. There is RAD (Resource Allocation Decision) training coming up later this week, and after that there will be discussions with the finance people regarding the budget. Ms. Marcelle said she thinks it would be beneficial to have Brian attend a COP Committee meeting. Ms. O'Leary explained that it might be a bit early to have Brian attend until we have more facts to share. There will be meetings with other county department heads to discuss Family Care's impact on their departments once we know which departments will be involved.

The COP Planning Committee will continue for now. COP funding won't completely go away when Family Care rolls out. It will still exist for children and the mental health area. Ms. Archambault said the good thing about Family Care is the elimination of waiting lists. Some current COP and waiver recipients have a lot of services while waiting list individuals have nothing. Family Care should even this out.

CLOSED SESSION

Ms. Robb read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to--

MOTION: Ms. Xiong moved to go into closed session. Ms. Archambault seconded. Ms. Robb conducted a roll call vote. Ms. Archambault, Aye, Ms. Marcelle, Aye, Ms. Xiong, Aye, Ms. Desotell, Aye. Motion carried.

MOTION: Ms. Marcelle moved to return to regular open session. Ms. Xiong seconded. Ms. Robb conducted a roll call vote. Ms. Archambault, Aye, Ms. Marcelle, Aye, Ms. Xiong, Aye, Ms. Desotell, Aye. Motion carried.

During the closed session the Committee made the following decisions:

9) COP Exceptional Expense/High Cost request

MOTION: Ms. Archambault moved to approve the request. Ms. Desotell seconded. Motion carried unanimously.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – APRIL 26, 2010

10) CBRF variance request (information only)

This request did not require Committee approval as the placement is within one of the six CBRF facilities covered by a resolution passed by the Committee in June of 2009.

OTHER BUSINESS AUTHORIZED BY LAW

Ms. O'Leary requested that the Committee not meet in May as she will not be able to attend. The next scheduled meeting is Monday, June 28, 2010. All members present agreed.

MOTION: Ms. Marcelle moved to adjourn. Ms. Desotell seconded. Motion carried unanimously. The meeting adjourned at 9:10 a.m.

Respectfully submitted,
Mary Rasmussen

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 19, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Vice Chair, Paul Kendle, Rich Aicher, Tom Diedrick

MEMBERS EXCUSED: Darlene Hallet- Chair.

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, Noel Halvorsen, DonElla Payne, Matt Roberts, Chip Law, Matt Schampers, Ryan Frea, Jason Weier

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 15, 2010, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the minutes from March 15, 2010, meeting of the Brown County Housing Authority as presented. Motion carried.

2. Approval of the minutes from the special March 23, 2010, meeting of the Brown County Housing Authority.

A motion was made by R. Aicher, seconded by P. Kendle, to approve the minutes from the special March 23, 2010, Brown County Housing Authority meeting as presented. Motion carried.

COMMUNICATIONS:

3. March 31, 2010 notice from HUD regarding Administrative Fee Funding for HCV Family Self Sufficiency Program Coordinator Salaries.

R. Hallet indicated that this communication will be further discussed in a later agenda item, but it is present as a communication so the Authority is aware of its receipt. This communication indicates the funding from HUD of \$90,308 for salary and benefits for two FSS Coordinator positions for one year.

D. Payne introduced two new ICS staff: Ryan Frea, Finance Assistant and Jason Weier, Multi-program Specialist.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program (March)

- A. Preliminary Applications

- D. Payne stated that there were 165 preliminary applications for March 2010.

- B. Housing Assistance Payments

- D. Payne stated that the HAP for March was \$1,019,257.00

- C. Housing Assistance Unit Count

- D. Payne stated that the unit count for March was 2,766.

- D. Housing Quality Standard Inspection Compliance

- M. Roberts stated that for March the initial pass rating was 42.05%, the reinspection rating was 24.45%, and the fail rate was 33.5%.

- E. Housing Choice Voucher Administrative Costs and HUD 52681B

- C. Law stated that through March, we are \$2,603.47 under budget.

- F. Portability Activity

D. Payne stated that there were 44 port-outs in March in the amount of \$35,293.00, and 22 port-ins in the amount of \$9,030.00. In March, one port-in was absorbed.

G. SEMAP Monitoring Report

D. Payne stated that there are no issues with the SEMAP scoring, and the BCHA remains a high performer.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne stated that there were 99 clients in March. There were 40 escrow accounts throughout March. There were 3 graduates in March. There was one new contract established.

I. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there were 100 homeowners in March.

J. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

D. Payne stated that there was 1 investigation that remained opened from previous months. It has since been closed as substantiated.

R. Strong clarified that the report on portability activity is now being included at the request of the Administrative Committee of the Brown County Board.

M. Welch asked if these port numbers are typical. D. Payne responded that the number for port-outs is generally around 30 and 25 is average for port-ins.

P. Kendle asked if port-ins go thru the same screening as other applicants. D. Payne responded that they do and clarified that they are absorbed into our program after 12 months.

P. Kendle asked how often we deny people who are trying to port in. D. Payne responded that she couldn't give a number off-hand but knows that does occur every month.

T. Diedrick asked if we knew how many were in-state port-ins. D. Payne responded that we do not have such data.

R. Strong reiterated that there are just as many people porting in as porting out, therefore the numbers do not show that people are coming here just to get a voucher and then are leaving.

OLD BUSINESS:

None.

NEW BUSINESS:

5. Approval of revisions to Chapter 1 (Overview) of the Housing Choice Voucher Administrative Plan.

D. Payne stated that the BCHA is reviewing the entire administrative plan to ensure consistency. D. Payne indicated that there are only two significant changes. The first is on page 1, indicated in red, which adds the acronym "ACC" after "Annual Contributions Contract" to clarify its meaning. The second is on page 2, again indicated in red, and is updating the name change of ICS to Integrated Community Solutions.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the revision made to Chapter 1 of the Housing Choice Voucher Administrative Plan. Motion carried.

6. Approval of revision throughout Administrative plan to change "disabled person(s)" to read "person(s) with disability".

D. Payne stated that this is a change that would need to be made throughout the entire plan. The Tenant Advisory Council recommended making this change.

A motion was made by P. Kendle, seconded by R. Aicher, to approve the revision to change "disabled person(s)" to read "person(s) with disability". Motion carried.

7. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2010.

D. Payne indicated that this is the time of year when the utility allowances are updated to ensure utility allowances are where they are suppose to be. The formula is provided by HUD. R. Hallet indicated that all allowances increased, most only slightly. D. Payne indicated that these allowances will be effective July 1, 2010.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the proposed Utility Allowances, effective July 2010. M. Welch abstained. Motion carried.

R. Aicher requested that in the future the degree and direction of the change to Utility Allowances be indicated for the Authority's benefit.

8. Discussion and possible action regarding Family Self Sufficiency Homeownership Coordinator funding.

D. Payne handed out two items. These items explain that one FSS positions did not receive HUD funding this year, which has been consistent with other PHAs across the country. ICS is requesting to utilize the reserves to cover the funding for this one position. D. Payne indicated that HUD is going back to the grant process to renew FSS Coordinator funding instead of distributing it as administrative fees as they had planned.

D. Payne explained that they have tightened up the FSS program this year. As the graphs demonstrate, they have tremendously increased the number of graduates from the FSS Program in the last 15 months, they have eliminated FSS orientations and they have 50 on the waiting list to join FSS, which Coordinators are seeing as fast as they can at 5-10 new clients per month.

C. Law clarified that the funding that the Authority had approved to be paid out of reserves last month for Coordinators will go back to the Authority since HUD has now approved the funding and ICS is just short one position. So it is the \$68,925 in reserves that ICS is requesting to be used for the unfunded position.

P. Kendle asked how much activity there is now in the Homeownership Program. D. Payne responded that there are not a lot of new clients right now, but because Homeownership is now connected to Family Self Sufficiency, there is a lot extra case management provided to the homeowners now. ICS has sought private funding to cover expenses of extra activities.

R. Aicher indicated that with \$68,000 in reserves, it won't carry a \$40,000 position for too long and unless there is renewed emphasis, based on budgetary constraints, this situation may not improve. D. Payne indicated that it's hard to predict what HUD will do with funding, but that HUD is reviewing other options at this point because they would like to see the funding renewed and that is the reason they are going back to the grant process. She indicates that HUD has done this before, where a position has been cut and then was later refunded.

T. Diedrick says a positive sign is that there has been a lot of legislative support for HUD programs.

R. Strong asked if the \$68,925.00 in FSS reserves can only be used for the FSS program. D. Payne affirmed that the only area in which the reserves can be used for is salaries. She further explained that they are going to be applying for private grants as well, in case the funding from HUD doesn't go back up.

A motion was made by R. Aicher, seconded by P. Kendle, to approve \$40,483.00 from the FSS reserves to be used for the FSS Homeownership Coordinator position. Motion carried.

R. Strong explained that according to M. Schampers, about \$6500 has gone into the FSS reserves last year, so there is some money going into it.

9. Review and approval of BCHA Commercial Liability Renewal Proposal.

R. Hallet stated that the insurance for Brown County is due to be renewed. The only change being proposed is removing the *Non-Owned and Hired Auto Liability Insurance*, which is because the first insurance to be used if there is an accident is that automobile's insurance. Both the Housing Authority Insurance Group and Brown County, who holds the liability coverage for the vehicle, agreed that the Non-owned and Hired Auto insurance is unnecessary.

R. Aicher stated that as long as the advice is being received from the experts, and they recommend dropping it, we should drop it.

M. Welch asked how often the BCHA reviews alternatives. R. Hallet indicated that this type of insurance was added in 2008. R. Strong indicated that the BCHA should probably, every three to four years, review other alternatives.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the BCHA Commercial Liability Renewal Proposal, minus the Non-Owned and Hired Auto Liability Insurance. Motion carried.

10. Discussion and possible action regarding Mutual Housing Association's request that MHA retain the repaid HOME funds currently accumulated as well as anticipated collections through December 31, 2010.

R. Hallet introduced and welcomed Noel Halvorsen. N. Halvorsen reminded the Authority that a few years ago the MHA repaid to the Authority about \$142,000 in repaid HOME funds and subsequently asked for some money back to be used for other projects, to be granted or loaned out. There are still three outstanding loans which have payments coming in, to which the banks that are collecting the payments are paying to MHA quarterly. MHA has asked NeighborWorks® Green Bay to assume ownership of its multifamily rental portfolio, which they are in the process of working on. Aside from some miscellaneous cash, these three outstanding loans are the only assets on the books for MHA. After MHA transfers their holdings and associated liabilities to NeighborWorks® Green Bay, they won't have any money left for their operational costs, final audits and other expenses if and when MHA is dissolved. N. Halvorsen stated that currently there is \$30,000 collected from these repaid loans, with another \$10,000 coming in this year. The MHA is looking to retain these monies for operational and other final expenses, which could be considered as administrative fees that have never been taken, which under the grant agreements, MHA, as a CHDO could have collected.

P. Kendle questioned whether there were restrictions on this money - can the money be used in this fashion? R. Hallet confirmed that she has located the contracts which outline that a CHDO could take a percentage as operating expenses, so we could view this money that MHA is requesting to retain as operating expenses that they have not previously collected.

P. Kendle questioned if the Authority is capable of controlling how these monies are spent, that instead of allowing MHA to use it as they see fit, that the Authority could ask MHA to come back to request the money for specific uses, such as an closing expenses.

R. Aicher asked if the borrowers are current on these loans. N. Halvorsen responded in the affirmative.

P. Kendle questioned what would happen if the Authority decided against allowing the MHA to retain the funds. N. Halvorsen stated that the MHA would be in a cash shortfall and be unable to pay obligations. P. Kendle indicated that it would just be more reassuring to be able to have some sort of control over how the monies are being spent and that such expenses make sense. R. Aicher and T. Diedrick agreed.

R. Strong suggested that the MHA should provide some type of budget to the Authority indicating the types of expenses they anticipate, which the Authority could authorize but that if additional expenses come up, MHA could come back to the Authority for approval to pay for those activities.

N. Halverson reiterated that it is within the Authorities right to allow MHA to retain the money as previously uncollected administrative fees.

R. Aicher stated he preferred to see the budget instead. P. Kendle concurred. M. Schampers suggested that the budget also indicate how much cash MHA has so that the Authority has an idea of how much MHA needs.

As directed, N. Halverson indicated that he could return the next meeting with a budget breakdown for the Authority and also with a plan for how future repaid funds could be used.

INFORMATIONAL:

11. Update on staff attendance at Brown County Administrative Committee meeting on March 25, 2010.

R. Hallet indicated that she, R. Strong, and M. Schampers attended the Brown County Administrative Committee meeting. As expected, answering a few questions opened the door to many other questions, including portability questions and a request for a comparison of how many vouchers exist in other similarly sized communities. R. Hallet indicated that she and R. Strong will be attending the next Administrative Committee meeting on April 29, 2010, to follow up with particular requests. They are nearly finished with compiling the information regarding vouchers in comparable communities and, not surprisingly, Brown County does have more vouchers, but we have far fewer units of other assisted housing, so when one looks at the total assisted housing in a community, we are right in the mix with other communities.

M. Welch stated that this was a conscious decision years ago.

R. Strong reiterated that we recognize that we do have more vouchers, which is due to our piloting the program; but when added with other assisted housing, we fit in with the average. He stated that vouchers are preferable to publicly owned housing. By choice, Green Bay only has 50 units of scattered site family public housing and that those units were specifically chosen as some of the worst units and were rehabbed and made as some of the nicest houses.

BILLS:

R. Hallet explained that both March and April's bills are included since they were erroneously excluded at last month's meeting. However, since the March bills were not closed out, they reappeared on April's report. M. Schampers clarified that although some bills are listed twice, they will not be duplicated in payment.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve both March and April bills as presented. Motion carried.

FINANCIAL REPORT:

A motion was made by R. Aicher, seconded by P. Kendle, to accept the financial report as submitted. Motion carried.

STAFF REPORT:

12. Introductions of new ICS staff

M. Welch indicated that introductions were made earlier in the meeting.

13. Confirmation from auditors that if staff prepares financial statements, this alleviates the finding on previous audits.

M. Schampers stated that after discussing the matter with a Schenk representative, the Authority would not having this finding going forward if we prepare our own statements, which we are doing.

14. Update on creation of limited term fulltime position to assist Housing Administrator.

R. Hallet stated that as per the previous meeting, the Authority approved this position. The Green Bay Housing Authority has also approved their contribution of funds to this position, Human Resources have completed their review process, and the next step is for the Personnel Committee to review this proposed position. This meeting will be held April 27, 2010. The position will be posted shortly thereafter.

R. Strong indicated that by May 4th the Council should have adopted it.

R. Strong also informed the Authority that Keith Pamperin was recognized in the University of WI – Green Bay alumni magazine as having the new residential hall named after him.

R. Aicher asked if anything further was heard from Freedom House. R. Hallet explained that we have heard very little back from them other than one question asking if the Authority would help pay their mortgage payment, but they were informed that that was not a directive that the Authority had previously made.

R. Aicher expressed his disappointment with a recent experience with Freedom House. He explained a friend of his, experienced in sales and marketing, was looking for a volunteer activity utilizing his skills and R. Aicher referred him to Freedom House. He felt his experience could help Freedom Housing to formulate and follow through on a plan for improving their organization. Ultimately, this individual was offered a volunteer position stocking in a warehouse, which would not make use of his skills. T. Diedrick and R. Aicher indicated they heard that attendance at Freedom House's recent fundraiser at the Tundra Lodge was not high.

M. Welch adjourned the meeting at 4:15 p.m.

:naa

Brown County Housing Authority
List of Bills
April 19, 2010

<u>Description</u>	<u>Amount</u>
Conversion Program	
Section 8 Program:	
Vande Castle S.C. (Legal Services - Fraud Recovery)	200.00
Green Bay City Treasurer (Computers)	1,419.00
Green Bay City Treasurer (Jan 10, Printing & Postage)	51.92
Green Bay City Treasurer (Jan 10, Purchasing Card)	9.80
Green Bay City Treasurer (Feb 10, Printing & Postage)	142.67
Vande Castle S.C. (Legal Services - Fraud Recovery)	420.00
Vande Castle S.C. (Legal Services - Fraud Recovery)	18.00
Green Bay City Treasurer (Jan 10, Salaries & Fringes)	4,318.37
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	4,605.24
80-81 CDBG Program:	
Green Bay City Treasurer (Jan 10, Salaries & Fringes)	142.03
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	249.05
84 CDBG Program:	
Green Bay City Treasurer (Jan 10, Salaries & Fringes)	25.74
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	8.10
WHNCP Program:	
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	8.10
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	23.80
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	\$ 11,641.82

Brown County Housing Authority

Status of Reserves

4/14/2010

Preliminary

Unrestricted Reserves:

Sec 8 Conversion Program	-
80-81 CDBG Program	711,942.64
WHNCP	99,259.27
Revenue Bond	596,414.13
WHEDA	57,184.55

Total Unrestricted Reserves	<u><u>1,464,800.59</u></u>
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Restricted Reserves:

Sec. 8 Voucher Program	1,868,057.01
Sec. 8 Homeownership	127,503.58
84 State CDBG Program	55,554.55
Rental Rehab Program	3,961.13
HCRI Program	176,500.44
HOME Program	139,430.00

Total Restricted Reserves	<u><u>2,371,006.71</u></u>
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Brown County Housing Authority
Status of Section 8 Funds
As of 4/14/10

Account Description	Conversion		Vouchers	
	YTD Actual	Annual Budget	YTD Actual	Annual Budget
REVENUE				
HUD Section 8 Income		\$	4,410,116.00	\$
HUD Adm Fee Income		\$	474,549.00	\$
HUD FSS/Home Ownership Coord Inc		\$	-	\$
Other Income - Grant		\$	-	\$
Interest on General Fund Inv.		\$	230.69	\$
Interest on Investments		\$	734.62	\$
Interest - ICS HAP		\$	-	\$
Fraud Recovery Retained		\$	75,691.13	\$
TOTAL REVENUE		\$	4,962,321.44	\$
EXPENSES				
Administrative Salaries		\$	3,608.16	\$
Legal Fees		\$	-	\$
Staff Training		\$	-	\$
Travel		\$	-	\$
Accounting & Auditing Fees		\$	-	\$
Audit Fees - ICS		\$	-	\$
Printing		\$	150.21	\$
Postage		\$	106.91	\$
Office Supplies		\$	13.74	\$
Memberships		\$	50.00	\$
Publications		\$	61.28	\$
Telephone		\$	-	\$
Sundry Admin - Miscellaneous		\$	-	\$
Contract Costs		\$	3.83	\$
Contract Costs - ICS - Vouchers		\$	457,465.24	\$
Contract Costs - ICS FSS/Home		\$	17,283.15	\$
Insurance		\$	1,428.30	\$
Fringe Benefits		\$	2,809.97	\$
Nbrw's Sec & Homeownership Counseling		\$	-	\$
Housing Assistance Payments		\$	4,080,800.30	\$
Depreciation Expense		\$	-	\$
Adm Sal - Fraud		\$	2,500.01	\$
Fringe Ben - Fraud		\$	5.47	\$
Legal - Fraud		\$	1,160.00	\$
Misc - Fraud		\$	-	\$
Prior Period Adjustment		\$	-	\$
TOTAL EXPENSES		\$	4,567,426.57	\$
SURPLUS				
Reserved Surplus - 12/31/09		\$	1,473,162.14	\$
Other Income from homeownership		\$	-	\$
Reimb ICS for prior losses (* incl in prov for reserve total)		\$	-	\$
Provision for Reserve		\$	394,894.87	\$
TOTAL SURPLUS		\$	1,868,057.01	\$
			ICS	BCHA
				TOTAL
Reserved Surplus - Home Ownership		\$	30,968.81	\$
Held at ICS - HAP surplus		\$	-	\$
Held at BCHA - Adm Res Surplus 12/31/09		\$	-	\$
Held at BCHA - ICS res surplus - 12/31/09		\$	6,434.15	\$
Held at BCHA - FSS ICS - 12/31/09		\$	37,422.96	\$
TOTAL SURPLUS		\$	100,884.24	\$
FSS Escrow		\$	138,307.20	\$
			HELD @ ICS	

Credit balance in the Reserved Surplus account shall be available for use by the PHA for projects other than HAP projects and for other enterprises of the PHA, if permitted by State and local law. Please refer to HUD Handbook 7420.6, Chapter 2, Page 14, and Annual Contributions Contract, Section 12, Administrative Fee Reserve.

Pursuant to Section IV, Part A, of the Section 8 contract between Integrated Community Services and the Brown County Housing Authority, a separate reserve may be accumulated and held by Integrated Community Services for future funding of cumulative obligations of the Section 8 Program. ICS receives all HUD funds for housing assistance payments, all preliminary administration, and 97.5% of regular administration. ICS may deduct from these funds all housing assistance payments paid or committed and actual and allocated costs for administration. All excess funds will be held in the separate reserve. ICS may not without the consent of the Brown County Housing Authority withdraw administration amounts in excess of the amount allowable by HUD for the twelve month period. Amounts due and owing to ICS shall not exceed the cumulative amount allowable by HUD in housing assistance payments, preliminary administration and regular administration. Upon termination of this agreement, the net amount, if any, shall be returned to the Housing Authority. This balance is a part of the BCHA's reserved surplus.

[illegible]

EXPENSES

TOTAL EXPENSES

Reserved Surplus - 12/31/09	710,320.20	0.00
Provision for Reserve	1,622.44	0.00
TOTAL SURPLUS	711,942.64	0.00

*1 - Budgeted for 49 Conversion; minutes indicated should be from 80 - 81 CDBG

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	84 CDBG	Annual Budget
REVENUE			
54 00 01 Interest on Investments		38.48	
54 00 02 Deferred Payment Loan Program			
TOTAL REVENUE		38.48	-
EXPENSES			
54 00 01 Administration			
54 00 xx Salaries and Wages		18.15	
54 00 xx Audit			
54 00 xx Miscellaneous			
54 00 xx Contract Cost - Administration			
54 00 xx Employee Benefits		15.69	
54 00 01 Miscellaneous			
54 00 21 Repap of Prop - Sec 8 HO			
54 00 21 NHS - Section 8 Home Ownership			
TOTAL EXPENSES		33.84	-
SURPLUS			
Reserved Surplus - 12/31/09		55,549.91	55,549.91
Provision for Reserve		4.64	-
TOTAL SURPLUS		55,554.55	55,549.91

The credit balance in the reserve account shall be used to make additional housing rehabilitation loans, in accordance with the procedures of Grantee's Housing Procedures Manual. Should the Grantee decide, at any time following the grant close-out, to discontinue its housing programs, it further agrees to return the balance plus and future repaid CDBG funds and the interest earned thereon, to the Department within ten working days from the end of each calendar year. Designated target areas for this grant include the Village of Pulaski, Howard, Denmark and the Town of Humboldt.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	WHNCP	Annual Budget
REVENUE			
55 00 02 Housing Rehab Program			-
55 00 xx Interest	68.63		-
TOTAL REVENUE	68.63		-
EXPENSES			
55 00 01 Administration			-
55 00 xx Salaries and Wages	6.60		-
55 00 01 Staff Training	-		0.00
55 00 xx Audit	-		-
55 00 01 Misc	-		0.00
55 00 xx Employee Benefits	1.50		-
55 00 02 Housing Rehab Program	-		0.00
55 00 12 Navarino Adopt a Block Project			
55 00 15 610 Mather Street			
55 05 00 Langan Contract			
Fraud & Criminal Exp Costs			
Criminal Background Investigations			
Expense Costs			
Mileage Reimbursement			
TOTAL LANGAN CONTRACT	8.10		-
TOTAL EXPENSES			
SURPLUS			
Reserved Surplus - 12/31/09	99,198.74		99,198.74
Provision for Reserve	60.53		0.00
TOTAL SURPLUS	99,259.27		99,198.74

The credit balance in the reserve account shall be used for additional deferred payment loans, or other housing related activities if the sponsor is not actively involved in housing rehabilitation at the time the loan is repaid.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	Rental Rehab	Annual Budget
REVENUE			
56 00 01 Interest on Investments		2.74	
56 00 02 Rental Rehabilitation			
TOTAL REVENUE		2.74	-
EXPENSES			
56 00 01 Administration			
56 00 01 Miscellaneous			
56 00 02 Rental Rehabilitation			
56 00 xx Audit			
56 00 04 New Franken Rd		-	
TOTAL EXPENSES		-	-
SURPLUS			
Reserved Surplus - 12/31/09	3,958.39		3,958.39
Provision for Reserve		2.74	-
TOTAL SURPLUS	3,961.13		3,958.39

The credit balance in the reserve account is subject to all the requirements for the program listed in 24 C.F.R. 511.10 and 511.11. Program income may not be used for administrative expenses. Program income may be used for providing rental assistance to lower-income tenants in properties rehabilitated through WRRP.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	Revenue Bond	Annual Budget
REVENUE			
57 00 00 3610 Interest on General Fund Inv.		412.28	-
57 00 00 xxxx Bond Fees			-
TOTAL REVENUE		412.28	-
EXPENSES			
57 00 00 4110 Salaries & Wages		19.39	-
57 00 00 4170 Accounting & Auditing		-	-
57 00 00 4199 Sundry Admin - Miscellaneous		-	-
57 00 00 4430 Contract Costs		-	-
57 00 00 4540 Employee Benefit Contributions		4.41	-
57 00 00 xxxx Automobile			-
57 00 00 4800 Depreciation Expense			-
57 00 02 5190 Special Development - Home Ownership Center			-
TOTAL EXPENSES		23.80	-
SURPLUS			
Reserved Surplus - 12/31/08	596,025.65		596,025.65
Provision for Reserve	388.48		-
TOTAL SURPLUS	596,414.13		596,025.65

The credit balance in the reserve account is subject to State and Local laws on use of public funds.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	WHEDA	Annual Budget
REVENUE			
58 00 01 WHEDA Grant			
58 00 xx Interest		36.99	
58 00 xx Loan Repayments		149.42	
TOTAL REVENUE		186.41	-
EXPENSES			
Audit Fees			
Misc		-	-
TOTAL EXPENSES			
SURPLUS			
Reserved Surplus - 12/31/09	56,998.14		56,998.14
Provision for Reserve		186.41	-
TOTAL SURPLUS	57,184.55		56,998.14

The credit balance in the reserve account has the following restriction: In the event that within a 10-year period following the contract expiration date, September 30, 1988, the project is sold or converted to a use other than that stated in the grant application, or which has not been previously authorized by WHEDA, the Grantee agrees to repay THE WHEDA Foundation, Inc. the lessor of the original grant award or the gain realized from the sale or conversion of the project.

**Brown County Housing Authority
Status of Funds**

Account Title	YTD Actual	HCRI	Annual Budget
REVENUE			
State Revenue			
Loan Repayments			
Interest on Investments	124.79		-
TOTAL REVENUE	<u>124.79</u>		<u>-</u>
EXPENSES			
Salaries and Wages			-
Employee Benefit Contributions			-
Audit Fees	-		0.00
Misc			
Rent Assistance			
Security Deposit Assistance			
Down Payment Assistance			
Closing Cost Assistance	-		-
TOTAL EXPENSES	<u>-</u>		<u>-</u>
SURPLUS			
Reserved Surplus - 12/31/08	176,375.65		176,375.65
Provision for Reserve	124.79		-
TOTAL SURPLUS	<u>176,500.44</u>		<u>176,375.65</u>

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

**Brown County Housing Authority
Status of Funds
As of 4/14/10**

	Rental Energy Program	
Account Title	YTD Actual	Annual Budget

REVENUE

Loan Repayments

Interest on Investments

TOTAL REVENUE

-

EXPENSES

Audit Expense

Misc

TOTAL EXPENSES

-

SURPLUS

Reserved Surplus - 12/31/09

49,308.23

49,308.23

Provision for Reserve

-

-

TOTAL SURPLUS

49,308.23

49,308.23

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calander year.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	70 1999 HOME		73 Repaid MHA		74 Repaid CHDO Qual	
	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget
REVENUE						
HOME Revenue						
State Revenue						
Loan Repayments						
TOTAL REVENUE	-	-	-	-	-	-
EXPENSES						
Administration						
Audit Expense						
Acquisition for Rehabilitation						
Home Buyer Assistance						
TOTAL EXPENSES	-	-	-	-	-	-
SURPLUS						
Reserved Surplus - 12/31/09	17,310.00		25,230.00		114,200.00	
Provision for Reserve	-	-	-	-	-	-
TOTAL SURPLUS	17,310.00	-	25,230.00	-	114,200.00	-

Audit Expense

The credit balance in this reserve account is subject to all requirements for the program listed in 24 CFR 92. The contractor must certify that all program income will be recorded and will be used for low-income housing purposes consistent with this Contract. If at any time changes in the use of program income are considered, the Contractor will submit to the Department for approval a plan detailing the proposed use of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

**PROCEEDINGS OF THE BROWN COUNTY
EMERGENCY MEDICAL SERVICES COUNCIL**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Emergency Medical Services (EMS) Council** was held on Wednesday, April 21, 2010 at the Village of Ashwaubenon Board Room – 2155 Holmgren Way, Green Bay, WI

Present: **Voting Members:** Carole Andrews, Robert Kiser, Larry Ullmer,
Dustin Ridings, Don Riha, Mark Wallace

Excused: Cal Lintz, Tom Madigan, Terry Timmerman

Present: **Non-Voting Members:** Lauri Gulbrand for Shelly Nackers, Ken Johnson,
Tim Nowak, Tom Pannke, Steve Stroman,

Excused: Paul Casey, Jennifer Gardman, Al Klimek, Joy Neville, Bonnie Parrot,
Luke Pasterski, Cullen Peltier, Eric Peterson, Chris Sorrells,
Dawn Wolfcale

Also Present: Paul Gazdik, Dawn Brester

1. **Call Meeting to Order:**

The meeting was called to order by Chairman Larry Ullmer at 1:30 p.m. New members, Don Riha, Ashwaubenon Public Safety was introduced as a replacement for Kris VerVaeren, along with Dustin Ridings, representing Green Bay Fire and Dan Gunn.

2. **Approve/Modify Agenda:**

Motion made by Andrews, seconded by Wallace to approve.

MOTION APPROVED UNANIMOUSLY

3. **Approve/Modify Minutes of December 17, 2009:**

Motion made by Andrews, seconded by Kaster to approve.

MOTION APPROVED UNANIMOUSLY

4. **End of Life Program Update:**

Medical Director, Ken Johnson, informed the Council that he has received the appropriate form from Terry Timmerman for the End of Life program. He stated that although the program is relatively easy to implement, questioned what format should be used to education physicians and nursing homes on the use of it. Steve Sorrells indicated that nursing homes have been marketing the program to physicians who have people in their facilities, and once it is filled out, they are forwarding the information to Fire Departments. Dr. Johnson agreed to forward the new form to area nursing homes.

Dr. Johnson reported that he has been made aware of an unusual situation in Brown County whereby an adolescent has failed extensive chemo and is now in a comfort measure zone. She is in the community essentially for Hospice care.

As there is not a State recognized program for minors, he proposed informing agencies that if they happen to encounter her, to contact Medical Control to honor her wishes. The family does have the appropriate paperwork for end of life.

5. **Medical Director's Report:**

Dr. Johnson highlighted the following items in his Medical Director's report:

- Refusal of Treatment at the Scene – Chairman Ullmer explained that the question he had was how to identify who is the patient in a multi-patient accident as the State is silent on this matter. Dr. Johnson indicated that information was forwarded to legal counsel for an answer, however, the response was that they were not aware of any federal definition of patient, that anyone coming in contact with EMS can be deemed a patient.

A second question - What to do if there is one critically injured patient and others non-critical, does the first unit have to stay at the scene? The response from the law firm was that there is a duty, and it may be considered abandonment if they leave. The conclusion was to look at each situation separately and be sure to document reasons for any decisions made. Dr. Johnson indicated that if actions are reasonable in terms of the critical patient and resources are coming to care for the non-critical patients, the Medical Director should be informed so that liability is minimized.

Chairman Ullmer noted that this discussion came about as there is no standardized patient release form, nor any standardized patient release policy in Brown County. Ullmer presented a copy of PWW's sample patient refusal form and policy which requires that it be read to each and every patient.

Dr. Johnson recommended that the County come up with a reasonable compromise/protocol for patient refusal of treatment which states that when EMS arrives on the scene, the critical/obvious patients are taken care of first, then giving others an opportunity to come forward for a release of treatment. He agreed to draft such a policy, forward it to Training and Standards for review and bring the findings back to this Council for final approval. Dr. Johnson suggested the policy include guidelines and suggestions for risk and benefits; if the patient develops anything, they should seek further medical care; an assessment of competency; an assessment of the evaluation that was done, etc.

In another matter, Dr. Johnson reported that he is working on a narcotic policy, which he is discussing with area hospitals.

6. **Training and Standards Work Group:**

This group did not meet during the last reporting period.

7. **Statewide Committees and Task Force – Reports:**

Dr. Johnson indicated he did not attend the last state wide meeting, however, he understands that the HSF110 is still at the rule writers and has not been opened up for comment as of this date.

Johnson indicated there has been discussion about opening up TRANS 309 and Dustin Ridings stated that minor wording has been changed to clarify verbiage.

Chairman Ullmer reported that the Department of Transportation, State Patrol Enforcement, submitted a position paper to the Legislature on March 10th opposing 8724 as they were being tasked with creating curriculum and providing training.

Steve Stroman reported that at the last meeting of the Northeastern Wisconsin ARTAC, bylaws were revised to be more useable. Potential funds may be available for various requests throughout the region. The new ARTAC web site (NEWARTAC.org) contains a funding request form to be used by EMS agencies, Public Health agencies for anything related to trauma in the community. If it is thought any upcoming event will meet the criteria and philosophy of the trauma coverage for a large populous of people, funding help may be available.

Stroman also indicated that the NE WIS ARTAC is looking for people in the region to serve on their Executive Council and will hold elections at their fall meeting. He urged anyone interested in serving to review the web site for background, attend a meeting, and consider a position. Several positions are EMS only, EMS urban or rural, hospital based, a physician component, an EMS Medical Director component, however, there are several positions for hospital, public health, interested consumer, etc.

8. **Other Business:**

Dr. Stroman announced that EMS Week is approaching. On May 17th a Spring EMS Huddle is scheduled with the topic being CCR. Speaking will be Dr. Rich Barney. The web site Aurora.org/events.com will provide further information.

Other Announcements:

- Dr. Johnson reported that EMS protocols will be reviewed in the fall
- Dr. Stroman noted that NWTC will be providing a program in Critical Care Transport beginning in June.
- Chairman Ullmer reported a postcard mailing is planned in April in regard to renewal of Wisconsin licensing as the June period approaches.

9. **Public Comment and Such Other Matters as Authorized by Law: None**

10. **Next Meeting – June 16, 2010 – 1:30 p.m. – Village of Ashwaubenon Training & Standards Work Group will meet on the same date at 12:30. There will not be another meeting until September 15th, 2010**

11. **Adjourn:**

Motion made by Andrews, seconded by Wallace to adjourn 2:22 p.m.
MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary